Request for *Letter of Extension* for Study Permit

Please note: Incomplete forms will not be processed. All fields must be completed.

STUDENT'S NAME: _____

LANGARA ID: _____ **PHONE:** _____

DATE OF BIRTH: _____ **STUDY PERMIT EXPIRY:** _____
DD MM YYYY DD MM YYYY

IF YOU ARE NOT REGISTERED IN THE CURRENT SEMESTER, PLEASE INDICATE THE SEMESTER IN WHICH YOU PLAN TO REGISTER NEXT:

☐ January (Spring) ☐ May (Summer) ☐ September (Fall)

SELECT ONE OF THE FOLLOWING DELIVERY METHODS:

☐ Hold for pick-up at the International Education Office (recommended)
☐ Email to myLangara account

IMPORTANT NOTES:

1) Prior to applying for a *Letter of Extension*, **you are required to pay the non-transferable, non-refundable $1,500 Commitment Fee** for the semester for which you are planning to register next. You must also ensure that your student account has no holds on it. To learn more about holds visit www.langara.ca/departments/financial-services/student-accounts-faq/holds.html.

2) If you have **more than six months** remaining on your current study permit you will not be issued an extension.

3) If you are on Academic Probation you will be issued a letter to extend your study permit for one semester only.

4) If you are currently on suspension you will not be issued a *Letter of Extension*.

5) Normal processing time for this request is five business days.

STUDENT'S SIGNATURE: _____ **DATE:** _____

SPECIAL NOTES/REQUESTS:

OFFICE USE ONLY

Currently Registered ☐ Yes ☐ No

Program: _____

End date: ☐ Spring (April 30, 20_____)
☐ Summer (August 31, 20_____)
☐ Fall (December 31, 20_____)

Last revised: 16/10/2015

Langara.
THE COLLEGE OF HIGHER LEARNING.